

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Purchasing Agent
Position Number: 58103803
Division: Liquor Control
Band/Salary: 5/\$13.17 - \$15.64/hr DOQ
Status: Permanent/Full-Time
Location: Helena
Union: No
Supplement: No
Closing Date: June 11, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as a purchasing agent, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires the ability to communicate effectively and respectfully with customers and co-workers. If you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

The primary duties for a purchasing agent include ordering, maintaining, and monitor more than 3,000 distilled spirit and fortified wine products to ensure adequate levels of inventory are available for retail customers.

Some of the responsibilities are:

- Forecasting and ordering product from vendors based on historical sales data to ensure adequate levels of inventory are available
- Updating and maintaining product specifications within the department's warehouse management system
- Updating, generating and formatting price lists
- Determining and classifying products based on historical sales data
- Recording products received into the liquor warehouse
- Researching new products via the internet and trade publications
- Generating product information correspondences for the liquor store agents, liquor vendors and other members of the liquor industry
- Generating letters, reports, charts and other office related duties

Candidate must be able to:

- Ability to accurately input data to ensure high levels of integrity are maintained
- Excellent interaction skills with the ability to provide timely and effective written, oral and interpersonal communication
- Ability to develop and maintain productive and positive relationships with customers and co-workers
- Basic understanding and knowledge of Microsoft Word, Excel, Outlook, and the internet
- Possess strong analytical skills with the ability to foresee potential problems and determine the best course of action
- Ability to read, understand and follow rules and procedures
- Ability to prioritize workload, multitask, remain organized, and make sound decisions
- Experience ordering product and maintaining product specifications
- Self-motivated with the ability to work both independently and as part of a team

The above competencies and degrees of proficiency are typically acquired through a bachelor's degree in business or four years of related experience in sales forecasting and ordering. Other combinations of education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$30,000.00 / yr is:

Wages:	\$30,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,070.00

Total Average Wage Package \$39,150.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.